

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

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**FACSIMILE TRANSMISSION
INFORMATIONAL TRANSMITTAL NO.IT-2007-7**

TO: Low-Income Home Energy Assistance Program (LIHEAP) and
Department of Energy (DOE) Weatherization Assistance Program (WAP)
Service Providers

FROM: Jason Wimbley, Division Chief
Energy & Environmental Services

DATE: May 7, 2007

SUBJECT: 2006 -2007 LIHEAP and 2007 DOE WAP Program Year (PY) –
Weatherization-Related Mileage Reimbursement Rate Adjustments

At the Weatherization/ECIP Task Force meeting held on Tuesday, April 24, 2007 several agencies expressed concern that the recent spike in gasoline prices was placing an unexpected hardship on the agency's weatherization-related operating costs. In response to this concern, the Department of Community Services and Development (CSD) reviewed the current weatherization-related travel reimbursement guidelines and concurred that adjustments to the reimbursement rates are warranted. As the peak driving season nears, additional travel reimbursement increases may be considered necessary should fuel prices continue to rise to \$4.00+ per gallon. CSD will continue to monitor fuel increases and will keep you informed of any changes that may necessitate additional travel reimbursement adjustments.

Effective May 1, 2007, the following adjusted mileage reimbursement rates for weatherization-related travel will be applicable to both the 2006 - 2007 LIHEAP and the upcoming 2007 DOE WAP PY:

- Short Distance Travel (less than 60 miles round-trip)
 - Single-Family Dwelling (SFD) Travel Reimbursement - Labor rate + \$8.00
 - Multi-Family Dwelling (MUD) Travel Reimbursement - \$3.00 + \$.50
- Long Distance Travel (more than 60 miles round-trip)
 - The adjusted rates for both a SFD and a MUD increased from \$0.77 per mile to \$0.81 per mile.

CSD anticipates that the necessary adjustments to the Expenditure Activity Reporting System (EARS) will be completed by Thursday, May 10, 2007. A copy of this notice will be faxed to all LIHEAP Service Providers and will be posted on CSD's website at <http://www.csd.gov> (under "Contractor's Use Only"). If you have any questions regarding the above clarification, please contact your Field Representative.